

Request for Proposal – Multifunction Copiers

The City of Granite City requests bids for 7 monochrome multifunction copy machines. Our current monthly duty cycle ranges from 3,000 – 14,000 pages. Requirements are listed below. Bids are due in the Clerk's Office Friday, October 21 by 2:00pm. Bids will be opened Friday, October 21 at 2:30pm.

Requirements:

- Copy/Print
 - 30 ppm minimum
 - 300 - 1200 dpi
 - 50 sheet minimum single pass document feeder
 - Sort/Collate
 - Network Printing – must have embedded Ethernet interface
 - 11x17 capability
- Scan
 - 30 ppm minimum
 - Grayscale and color
 - Dual head scanner
 - 300 - 600 dpi
 - Scan to network folders
- Other
 - Fax
 - Staple
 - Set up to be included in price
 - 110/120V power requirements

Price options should be bid in the following manner and quotes should remain effective for 60 days:

- A. Purchase Price
- B. Yearly Lease
- C. Quarterly Lease
- D. Maintenance without supplies
- E. Maintenance with supplies – list items included as supplies